

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 322-6384



July 5, 1978

FSD LETTER NO. 78-16

ALL-COUNTY LETTER NO. 78-24 (Child Support Mgmt)

TO: COUNTY WELFARE DIRECTORS
DISTRICT ATTORNEYS
FAMILY SUPPORT DIVISIONS
COUNTY AUDITORS
WELFARE FISCAL SUPERVISORS
ADMINISTRATIVE SERVICE OFFICERS

SUBJECT: SUPPLEMENTAL REPORT OF CHILD SUPPORT PAYMENTS CS800SUPP

REFERENCE: FSD LETTER NO. 22

The purpose of this letter is to supplement and amend instructions for the preparation of the CS800SUPP contained in FSD Letter No. 22 and All County Letter No. 77-51.

First, we wish to reiterate the importance of the CS800SUPP. This document is a mandated form used to report AFDC related child support collections to the Federal Government. Without the information reported on the CS800SUPP forms, the Department of Health, Education, and Welfare cannot have an accurate picture of child support collections in California. Hence, a CS800SUPP must be submitted to the Department of Benefit Payments each month.

The CS800SUPP is used to report AFDC collections which have not yet been distributed on a CS800. Unfortunately, many counties have linked these two forms too closely together. The CS800SUPP and the CS800 are completely independent forms. The CS800SUPP is used to report the balance of undistributed funds in your welfare trust fund on the last day of each calendar month regardless of when the money was collected. All amounts distributed on CS800 forms, since your last CS800SUPP was filed, must be recorded on line 5 in order to arrive at the correct undistributed balance in the Welfare Trust Fund. Beyond this the two forms are not related. There is no requirement that the May 31 CS800SUPP be filed together with the May CS800. It is perfectly conceivable that the May 31 CS800SUPP be filed together with the March CS800 or with no CS800 at all. The CS800SUPP will soon be revised and renamed to eliminate any unwarranted association with CS800.

Please refer to the explanations in the following illustration for the proper method of completing the CS800SUPP. In this illustration we will calculate and report the trust fund balance as of May 31, 1978.

- A. Month/Year Designation: This should properly read Month/Day/Year because we are reporting the balance existing in the Welfare Trust Fund on a particular day, the last day of the month. Always indicate a month, day, and year in this block. In our example we will enter May 31, 1978. On our next CS800SUPP we will enter June 30, 1978, and so on. Please note that this month, day, and year designation is completely independent of the particular CS800 you happen to be preparing. The CS800SUPP should be submitted in duplicate to DBP by the 15th of the month following the month of report, i.e., the CS800SUPP dated May 31, 1978 is due in DBP by June 15, 1978.
- B. Line 1: This line will reflect the balance in the Welfare Trust Account on the last day of the previous month. This amount is transferred directly from line 6 of the CS800SUPP dated April 30, 1978.
- C. Line 2: This line reflects the sum of all monies deposited in the Welfare Trust Account since the date of our last CS800SUPP. Because our last CS800SUPP was dated April 30, 1978 we enter the total amount of money deposited in the Welfare Trust Account since that date. This amount will normally be obtained from the District Attorney's Office via the CS278M's.
- D. Line 3: On this line we enter the sum of lines 1 and 2.
- E. Line 4: This line reflects the sum of all monies reclassified. By this we mean the total of all monies withdrawn from the Welfare Trust Account, for any reason other than distribution on a CS800 form, since the date of our last CS800SUPP. Such withdrawals can occur when the welfare distribution unit cannot locate the corresponding AFDC case, or when the collection must be sent directly to the custodial parent because that parent has been discontinued from aid. Other examples of reclassifications would include amounts withdrawn due to subsequent identification as welfare fraud restitution, welfare repayments of aid, spousal support, railroad retirement, veterans benefits, etc. In short, a reclassified amount is any amount withdrawn from the Welfare Trust Account due to subsequent identification as anything other than an AFDC related child support collection.
- F. Line 5: On this line we record the total of the amounts found on line 1, column 4 of all CS800's submitted to DBP since the date of our last CS800SUPP. This figure represents the total amount of AFDC collections reported since the date of our last CS800SUPP regardless of the date those collections were made. Since our last CS800SUPP was dated April 30, 1978 we would report collections distributed on all CS800's submitted between May 1, 1978 and May 31, 1978 on this line.
- G. Line 6: After subtracting the amounts on lines 4 and 5 from the amount on line 3, we are left with the balance in the Welfare Trust Account

as of May 31, 1978. This figure will then be transferred to line 1 of the June 30, 1978 CS800SUPP.

As a matter of convenience, the most logical person to complete the CS800SUPP would be the same person who completes the CS800. Another important point to note is that no entries are required in the case count column of the CS800SUPP. The case count column will be deleted from the form in a future revision.

If you have any further questions please contact your county representative in the Child Support Operations Bureau.

Sincerely,



R. E. REICH
Deputy Director